

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-146 **Issue Date:** 08-15-14 **Closing Date:** 08-28-14

(Note: Must meet the requirements of both positions to qualify)

BUS DRIVER/Custodian

Yakama Nation Head Start

Department of Health & Human Services

Hourly Wage: /Bus Driver: \$12.58 Custodian-\$10.86/Full-Time/Regular/Furlough

Location: White Swan, WA

Bus Driver: This position is responsible for transporting students to/from school and/or extracurricular activities as needed.

Custodian: Performs general custodial work for the Yakama Nation Head Start Program. Work involves responsibility for the care, cleaning, and routine maintenance of Head Start facilities, parking area, and playground. Work is primarily of a general, manual nature, although certain tasks require the use of power equipment. Duties are varied and work is performed with some independence following regular school guidelines. Oversight of performance and work quality is provided by the Custodian Supervisor and Nutrition-Health Coordinator.

Knowledge Skills and Abilities:

Bus Driver-Knowledge of operations and maintenance of school buses/vehicles.

- Ability to work outdoors for extended periods under unfavorable weather conditions when necessary.
- Ability perform necessary day-to-day functions to ensure vehicles are operational and safe.
- Ability to understand and execute oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers, parents, students and others encountered in performing duties.
- Ability to perform tasks requiring physical strength, agility and dexterity.

Custodian-Knowledge of basic safety rules applicable to operation of electrical and battery powered equipment.

- Knowledge of standard cleaning practices and procedures.
- Knowledge of Material Safety Data Sheets (MSDS) that are required to be provided with all cleaning substances; ability to read and understand them.
- Knowledge of basic school policies, rules of conduct, and safety regulations.
- Ability to learn methods, equipment, tasks associated with care and maintenance of buildings and surrounding premises.
- Ability to accept constructive criticism relative to performance, quality and quantity of work, and timely completion of work assignments.
- Ability to coordinate work assignments and maintain a regular schedule.
- Ability to work independently, productively, and be self-motivated.
- Ability to understand and implement oral and written instructions.
- Ability to maintain the physical strength and agility sufficient to perform duties that require considerable use of arms and legs.
- Ability to communicate with others to convey information effectively.

General Recruiting Indicator:

Bus Driver-Possess Commercial Driver's License (CDL), Class B, with airbrakes and passenger endorsements.

Custodian-Must possess a High School diploma or equivalent.

Necessary Special Requirements:

Bus Driver/ Custodian-

- Criminal Background check; clearance of Fingerprint check and state criminal background check as appropriate.
- Requires a current medical/physical examination, including (TB) Skin test.
- Must have access to personal transportation and evidence of auto insurance.
- Must possess a valid WA State Drivers License with ability to acquire a Tribal Driver's License.
- Must possess a current Food Handlers card or obtain one within 3-months of hire.
- Required to pass a pre-employment drug and alcohol test.